

# Renju Paul

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📍 UAE



## PROFESSIONAL SUMMARY

- A dedicated, intuitive, and commercially driven Finance professional with a strong communication and interpersonal skills
- 15+ years of professional experience in UAE in the field of Accounts with solid understanding on VAT implications, financial analytical and reporting capabilities, commercial awareness, strategic acumen, and desire for innovative methods of working.
- High Computer Literacy with extensive experience in SAP, MS Office Excel, Oracle, sage, Tally ERP.

## PERSONAL DETAILS

Name : Renju Paul  
Date of Birth : 29/06/1979  
Nationality : Indian  
Gender : Male  
Marital Status : Married

## KEY SKILLS

- Budgeting
- Financial Reporting
- Supervising
- Financial planning
- Internal control management
- Tax Consultancy

## LANGUAGE

- \* English
- \* Hindi
- \* Malayalam

## Educational & Training Qualification

Bachelor's Degree: Commerce, 2000  
Calicut University - India  
Certified management Accountant Current IMA

## Work Experience:

**Commercial officer** 04/2023- Till Date  
Index Engineering LLC

- Identifying and pursuing new business opportunities to expand the company's market presence and generate revenue.
- Developing and implementing sales strategies to achieve revenue targets.
- Building and maintaining strong relationships with existing clients to ensure customer satisfaction and repeat business.
- Analyzing financial data and performance metrics to assess the profitability of business deals and projects.
- Collaborating with various internal departments such as marketing, operations, and finance to align commercial strategies with the overall company objectives.

**Management Accountant** 12/2022-03/2023  
AL DURRA GROUP

- Facilitate with banks for the credit facilities which play an integral part of managing working capital.
- Overseeing Accounting Functions of the jewelry manufacturing and wholesale outlets
- Prepare Financial statement and reports
- Monitoring cash flow to ensure sufficient fund available to meet business requirements.
- Assisting Auditors to complete the Audits on time.
- Assisting in closing the books of Account
- Develop Financial Plans

**Accounts Manager** 01/2021-01/2022  
Empower Middle East

- Implemented Accounting System and process.
- Successfully conducted in-country value Audit.
- Overseen the duties of Accounting Team
- Prepare in-house Financial Reports as per management requirement.

## Work Experience:

**Senior Financial Accountant** 10/2009 - 03/2020  
TEREX MIDDLE EAST LLC, A Subsidiary Co of Terex

- Implement operational best practices.
- Monitor reliable control systems.
- Successfully implemented the UAE VAT process and conducting In-House VAT Audits prior to quarterly VAT
- Oversee the company's transaction processing systems.
- Understand and mitigate key elements of the company's risk profile.
- Maintain relations with external auditors and investigate their findings and recommendations

Maximized year-end benefits by efficiently managing cash flows.  
prepared external audit documentation and financial reports.  
Introduced internal controls to monitor critical areas of financial control

- Create annual budget and tracked actual expenses against budgeted one

**CHIEF ACCOUNTANT** 12/2008- 09/2009  
Emirates Trans Graphics Corporation

- Preparation of financial statements, operational budgets, etc.
- Responsible for key banking tasks.
- Undertake a formulating product costing for pricing strategies for sales monthly review & updates.
- Reconciliation of payment vouchers, receipt vouchers & petty cash statement.
- All procedures for Banks such as L/C, L/G, T/T.
- Handling Fixed Assets Accounts, Depreciation, and its physical verification.
- Preparation of Bank Reconciliation statement on monthly basis.
- Time to time reporting to the Financial Manager & Managing Director.

**Accountant** 06/2006 - 11/2008  
AL AHMADIAH MEP DIVISION, Al Fajer

- Produce detailed reports/ schedules / statements in order to provide senior management on-time and reliable data for making operational and financial decisions.
- Managing bank deposits, withdrawals, supervised bank reconciliation, specific account reconciliation.
- Management of Petty Cash requirements, re-immurements of expenses as per company's policy.
- Reviewing and processing all accounts payable invoices for correct cost and quantities ensuring prompt and accurate payments to various suppliers, creditors and staff and posted daily accounts payable transactions.
- Handling Fixed Assets Accounts, Depreciation, and its physical verification.
- Assistance in quality Audits on yearly Basis.

## Work Experience:

**Commercial Executive** 06/2003 - 04/2006  
DSM Soft Private Ltd, A Subsidiary Co of Reliance LTD Corporation

- Job profile includes Maintenance of Books of Accounts.
- Supervising timely reporting from commercials and C3 at web world.
- Assistance in quality Audits on Monthly Basis.
- Handling day to day petty cash & reconciling the same on regular basis.
- Maintaining & updating Asset registers & stock registers and reconciliation.
- Preparing Daily bank & Inventory Reconciliation.
- Preparing, Generating & Analysis Various MIS reports.

**Audit Trainee** 11/2000 - 11/2002  
M/S VARMA & VARMA

- Checking the invoices of purchases & sales, verification of the customer & vendor transactions, checking banking transactions and generating reports for Senior Management.
- Involved in auditing for many reputed firms in Kerala (India).
- Experienced with working closely with a team of Auditors in a professional Manner using modern system of computerized accounting packages.

## DECLARATION

I affirm that the above information's are true to best of my knowledge and belief